

VICTORIA UNIVERSITY SPORT TEAM MANAGER

POSITION DESCRIPTION



Title:

Sport Team Manager – Nationals

Position Outline:

The Team Manager plays an integral role in the organisation and preparation of VU sporting teams for Unisport events. The Team Manager's main roles are to act as a coordinator of their team and a liaison with the University Team Manager (herein referred to as the UTM) to ensure that all arrangements and documentation is in place for their team.

Team Manager Selection

A Team Manager will be selected for each team sport represented at Unisport Nationals. For individual sports, a team manager may be selected depending on the number of participants competing. Applicants will be required to complete the 'Sport Team Manager Application Form' Applicants may be required to interview for the role.

Reporting Line:

The Team Manager reports to the UTM.

Requirements:

The ideal candidates will meet the following criteria:

- Be a strong leader, with a performance-based attitude
- Display high level organisation and communication skills
- Display technical knowledge of the sport in which they are playing
- A Working with Children's Check (WWCC) must be held

Roles & Responsibilities - Prior to Nationals:

1. Attend orientation events, if requested, to promote your sport.
2. Maintain constant contact with the UTM and Team Coach.
3. In conjunction with the UTM and Coach, assist in the selection of the best possible team to represent VU. It is mandatory the team is selected on ability only. If you anticipate a conflict of interest with friendships please give serious thought as to whether you believe you can carry out this role. Any conflict or potential conflict should be notified to the UTM to determine if the team manager can proceed.
4. Distribute relevant information to all team members, regarding competition details and any other arrangements, acting as a liaison between team members and UTM.
5. Ensure all team members have the appropriate VU Sport uniform this includes allocating playing numbers to team members

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6. Obtain all information required to register athletes as directed by the UTM.
7. Assist in the collection of payments (accommodation, uniforms etc.).
8. Actively seek additional funds for your team by organising a fundraiser. (optional)
9. Attend any functions organised by VU Sport.

During Nationals:

10. Ensure that all athletes in the team comply with the VU Sport Code of Conduct.
11. Report to a VU staff member on a daily basis, notifying the staff member of any incidents, playing breaches, forfeits or misbehaviour by team members. Serious incidents and misbehaviour must be reported at the time of the incident regardless of the time of day or night.
12. Assist in eliminating any player conflict within the team and if necessary report to the UTM.
13. Organise and coordinate transport for the team to ensure that all team members arrive at the correct venue a minimum of 45 minutes prior to scheduled game time.
14. Ensure that all VU team duty commitments are met (scoring, boundary running etc.).
15. Attend any meetings, dinners or functions organised by VU Sport.

After Nationals:

16. Ensure that any loaned equipment is returned one week after the event.
17. Provide suggestions to assist the UTM to improve Nationals in the future.
18. Summarise the Nationals experience from a student's perspective, including highs and lows of the games.